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Approved For Release 2001/08/21 : CIA-RDP78-04722A000300020052-6

73-0642

3 August 1973

MEMORANDUM FOR: See Distribution Below

FROM: Assistant Deputy Director for Operations

SUBJECT: Reduction of Field Reporting

1. In order to reduce field paper work and consolidate that which is necessary into a more manageable form, I would like each component to survey its repetitive field reporting requirements except in those tied to the project system, which are presently being reviewed by the Plans Staff. Your review should be designed to identify as many reports as possible which can be prepared with reasonable probable accuracy by Headquarters, and pouched to the field for post-review. Conversion to this system need not be effected on a uniform divisional basis, but may in some instances, be carried out station by station. I would like you to report back to me on your progress in this matter by 1 February 1974.

2. I urge that component chiefs, as a complementary effort, take the measures necessary to insure that their personnel treat all reporting requirements, including one-time reports, as a Headquarters' responsibility in the first instance, tasking the field only for clearly defined essential input, unavailable elsewhere.

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Assistant Deputy Director for Operations

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CL BY 03576

8 August 1973

NOTE

Though action for the reduction of field reporting has been levied on Division and Staff Chiefs by the ADDO, each Support Officer should review all his field admin reporting requirements with a view toward accomplishing the objectives stated in the attached memo.

SSA-DD/M&S

19 September 1973

NOTE:

There were very few Support announcements of significance and at this time no controversial subjects that could be discussed at the usual Wednesday meeting. Therefore, we have decided to distribute the few "tidbits" of information available. If you have any questions, please call us.


SSA-DD/M&S



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

SSA-DD/M&S
7 D 16 Hqs.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

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EYES ONLY

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EDITIONS

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